


To: Vice Presidents, Deans, Directors, Department Heads

From: John Salsman, Director 
Environmental Health and Safety Department
4472 TAMU

Date: September 9, 2008

Subject: Hazard Communication Chemical Inventories

In order to assure compliance with the Texas Hazard Communication Act, an annual inventory of hazardous chemicals found in work areas must be performed. It is vital that all units using hazardous materials complete the Work Area Chemical Inventory. The due date of the Inventory will be November 1, 2008. If you need additional time, please contact our office.

EHSD will be utilizing an on-line method for reporting chemical inventories. Please provide EHSD with contact information for the person or persons in your department who will be responsible for compiling and submitting the Work Area Chemical Inventory. EHSD will provide a Power Point presentation on how to use the reporting software, a user id, and a password to the responsible person(s). Inventories received by EHSD last year have been entered into the software and will be accessible to the user. Persons collecting inventory information may print last year's inventory as a reference.

Offices generally have few, if any, chemicals that need to be inventoried. Chemicals, such as toners and inks, are exempt unless you have large quantities on hand. Research Labs are not required to perform inventories. However, the chemicals in teaching labs, support labs, diagnostic/clinical labs and chemical stockrooms are required to be inventoried. Drugs, as defined by the Federal Food, Drug, and Cosmetic Act, do not require inventories. For other locations, most hazardous chemicals are required to be on the Inventory and should be included. For a complete copy of the TAMU Hazard Communication Plan, please visit the Environmental Health & Safety Department's web site at <http://ehsd.tamu.edu>.

Contact information may be sent to Jessica Williams at jdwilliams@tamu.edu. Please feel free to contact Jessica at 845-5882 or Nancy Eaker at 845-5332 if you or your designated representative has any questions. Your prompt attention to this regulatory issue will be greatly appreciated.